

NURSERY STOCK CERTIFICATE AUTHORIZATION
SUGGESTED PROCEDURES

A. ISSUANCE. Complete Form No. 64-079 to authorize use of the California Nursery Stock Certificate hereinafter referred to as "the Certificate". The procedures to complete the Form are:

1. Assign certificate number. The certificate number for firms licensed to sell nursery stock is the letter designation plus the first four digits of their permanent license number. The license number is shown on your file copy of, "Application for License to Sell Nursery Stock", and on the "County Nursery Acres Listing" report.
 - a. For firms not required to have a license, a number will be assigned by the commissioner using the official county number, followed by a hyphen and a numerical sequence number. For example, Alameda County should have certificate numbers denoted as 01-1, 01-2, 01-3, etc., and Los Angeles County should have certificate numbers denoted as 19-1, 19-2, 19-3, etc.
 - b. For certificates (Exclusion and Detection Form #66-119) affixed by the commissioner on noncommercial shipments, the number would be the official county number followed by a hyphen and a zero. For example: Merced County should have certificate numbers denoted as No. 24-0 and Glenn County should have numbers denoted as No. 11-0. These certificates should not be used on commercial shipments.
2. Fill in the spaces with required information.
 - a. Upper left - firm name and mailing address.
 - b. Upper right - sales, handling and growing ground locations within the county requiring the use of the Certificate. Use another sheet if necessary to list any additional licensed sales locations in the county.
 - c. Certificate number should be shown in the space provided at the top and also in the facsimile of the certificate format.
 - d. Issued by - in the facsimile of the certificate format, in the line space "Issued by:" enter the county name followed by the words Agricultural Commissioner. Section 3060.5 of Nursery Inspection Regulations does not provide for the use of a personal name.

Note: When a firm has locations in two or more counties from which nursery stock is shipped, the nursery may, with agreement by the commissioners of the counties involved, use facsimile of the certificate of the county in which the nursery firm headquarters is located.

- e. Date and Signed - the County Agricultural Commissioner or his authorized representative must sign his/her personal name. If the authorized representative is signing the certificate, the personal name of the commissioner should be typed in the area below the signature line.

- B. **CERTIFICATE FORMAT.** The format of the approved certificate should be essentially as that shown on Form No. 64-079 (NIPM Item #3.2). The background color and the size and color of the print may vary as long as there is sufficient contrast and the print is legible. The map of the State of California, which appears in the center of the certificate, may be made as an unshaded outline or as a shaded watermark. However, the use of the white and green color format of Exclusion and Detection Form #66-119 should be required only of those firms using the Postal Service or United Parcel Services.
- C. **DISTRIBUTION** of the nursery stock certificates authorization (Form #64-079) will be as follows:
1. Original - to firm or person authorized, together with a transmittal letter on county letterhead (Nursery Inspection Procedures Manual Item #3.4).
 2. Photocopy - to County Agricultural Commissioner.
 3. Photocopy - to Nursery, Seed, and Cotton Program.
 4. Photocopy - to other counties where a nursery has branches or growing locations covered by the authorization. (see Note under Issuance in part A.2.d.)
- D. **REVOCATION OF AUTHORIZATION.** A letter revoking any previously issued authorization to use nursery stock certificates should be sent to (1) the owner of a firm reported out of business or (2) the previous owner where there is a change of ownership and new license is issued. A copy of all such notices should be sent to Nursery, Seed, and Cotton Program.
- E. **FILING WITH OTHER STATES.** Q.C. Circular No. 102 lists states that require filing of certificate authorizations and outlines the procedure.